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REMARKS

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : A Report on a Trip to the MI Area Made by the Comptroller During the Period 30 October - 13 December 1958

1. PURPOSE

a. To observe at first hand the support and operational problems in the MI area; to render whatever advice and assistance seemed appropriate at the time; and, in general, to acquire a better understanding of the Support Services that the field stations require from Headquarters, particularly in the budget and finance field.

b. In addition to the above, the trip provided an orientation and indoctrination in the MI overseas operations. It also afforded the undersigned an opportunity to become more familiar or knowledgeable of the problems encountered in the field.

2. AREA COVERED

a. The trip included the following stations: [redacted] 25X1A6A

[redacted] 25X1A6A

Also, a visit was made to the Communications installation [redacted] 25X1A6A

[redacted] 25X1A6A

b. At all stations, the undersigned was accorded the fullest possible cooperation from Agency personnel at all levels. As a result, discussions of support and other problems were carried on in an atmosphere of mutual understanding that was most helpful. Without exception, excellent accommodations were arranged and, at all ports of entry, escorts were waiting to facilitate customs and passport clearances. Transportation was furnished from the airports to the hotels where reservations had been made.

3. DISCUSSION

a. A general discussion was held at each station with the Chief of Station which was followed by a group meeting of key personnel and, in

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many instances, the entire staff was included. At each of these meetings the following subjects were discussed: the tight budget situation and our relationships with the Bureau of the Budget and the Appropriations Committees of Congress, status of the Headquarters building, proposed legislation such as early retirement and home leave and the new training legislation, language award program, suggestions award program, flexible T/O's by Career Service, overtime, improved pouch service, simplified allotment of funds system, competitive promotion program and the Administrative Agreement [redacted] for furnishing certain services. This presentation was followed by a question and answer period.

25X1C4A

b. Following these meetings, discussions were held with the Chief of Station, Administrative Officer and Finance Officer, where applicable, relative to their administrative and support problems. At some of the stations the undersigned personally met and discussed subjects of particular interest with each employee and also personal problems if the employees had any.

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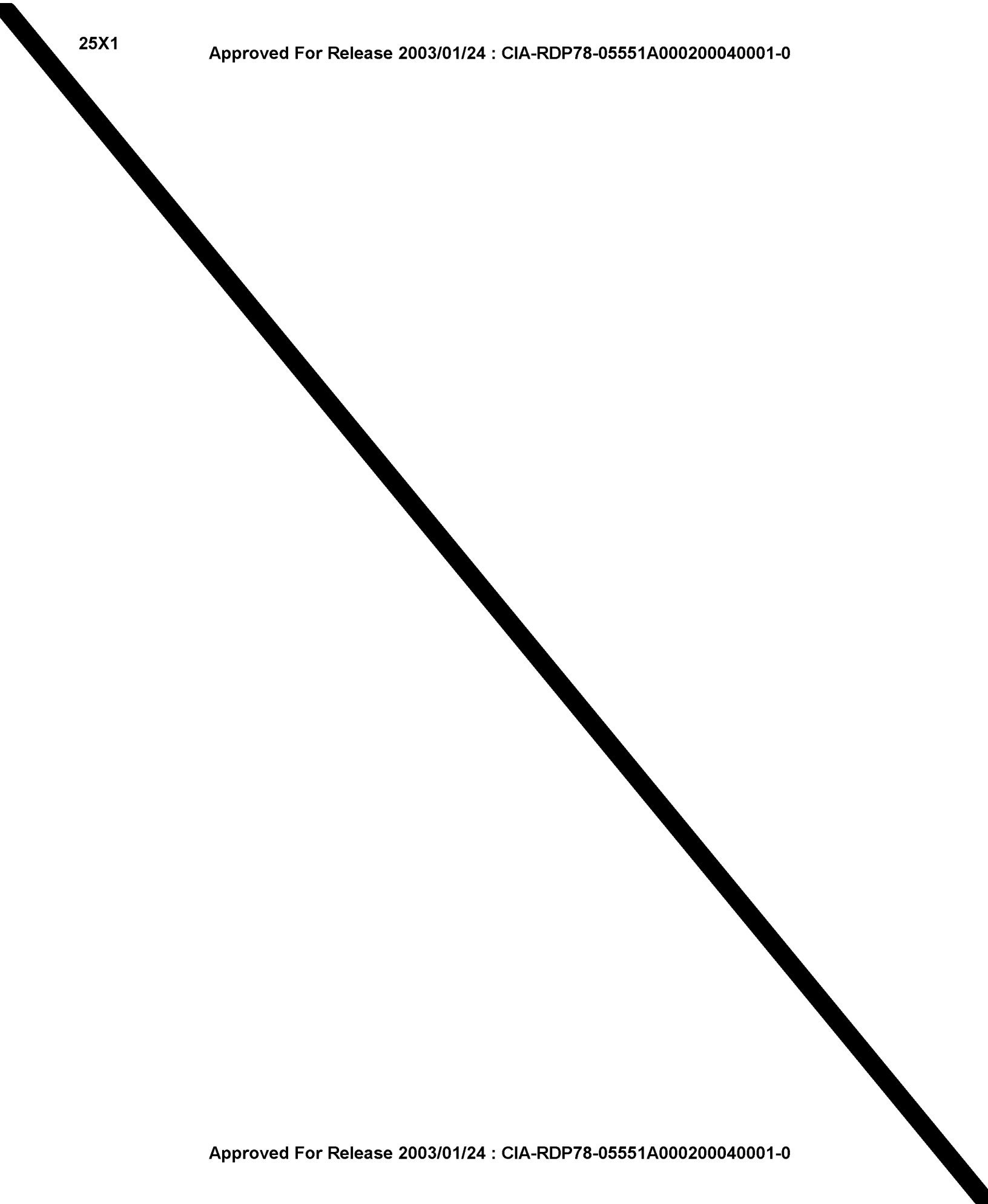

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[redacted]

h. At several stations it was noted that the counting of cash was not verified independently by someone other than the person in charge of the funds. This matter was called to the attention of Chiefs of Station concerned and assurance was given that cash counts would be effected on a regular basis, independently verified by a disinterested person and a record made of such verification.

25X1C4A

[redacted]

25X1

j. The [redacted] Division has been very conservative in the use of the provisions of Regulation No. [redacted] which provides for the Agency furnishing quarters if suitable quarters cannot be obtained within the official allowable quarters allowance. However, despite the conservativeness the approved excess allowances ranged up to 300% above the official allowances. The 300% case is the Chief of Station at [redacted] 25X1A6A

25X1A6A A 150% case is the Chief of Station at [redacted] The Administrative Officer

25X1C4A [redacted] asked the question as to whether the Agency gave its employees additional quarters allowances as he was submitting a

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[redacted] 25X1C4A

As I said before the [redacted] Division has been very conservative in supplying quarters under the provisions of Regulation [redacted] Many of the employees are paying rents higher than their quarters allowances without any reimbursement from the Agency, e.g., in [redacted] there are ten (10) employees paying rent in excess of their allowances ranging from $40 to $600 per year. It is my understanding that all other [redacted] components are supplying housing under [redacted] where the employee is required to rent housing over and above his quarters allowance providing the employee is not renting better quarters for personal reasons. It is suggested that [redacted] review its present policy on housing and liberalize such policy where appropriate in order to conform more or less with the policy of other [redacted] components. 25X1 25X1A6A 25X1C4A

[redacted]

25X1A6A

1. While visiting [redacted] a brief inspection was made of Project [redacted] where an attempt is being made to maintain it on a standby basis for future use in case of an emergency. From my limited observation, having just driven around the place, walked through a number of the frame buildings and briefed generally by the caretaker, I would say that on the present scale of maintenance we are fighting a losing battle with the termites and the destructive elements of the weather including rust, corrosion, etc. The caretaker stated that he needed at least four (4) or five (5) more laborers as he was not making any headway in overcoming the deterioration of the facilities. The

25X1C4A

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Next 1 Page(s) In Document Exempt

Approved For Release 2003/01/24 : CIA-RDP78-05551A000200040001-0

Approved For Release 2003/01/24 : CIA-RDP78-05551A000200040001-0

[redacted] 25X1C4A

c. In discussing personnel requirements with the various Chiefs of Station it seems that one of the main problems is that of furnishing the field on a timely basis qualified secretarial and clerical personnel. Experience shows that in many instances positions in this category remain vacant for months before being filled or replacements arrive. A greater effort should be made by Headquarters to keep these positions filled. Another personnel problem is that of having an overlap in the field in the rotation of personnel to and from the field. Sometimes it is months after personnel leave the field before replacements report for duty. It is highly desirable for overlaps to take place at the field stations, particularly at the case officer level.

25X1A6A During my discussion with the Chief, [redacted] Station it developed that probably the station could operate just as efficiently with two less personnel. It appears the two positions which could be eliminated are 25X1A8A the grade GS-13 [redacted] when the tours of the personnel occupying these positions are ended.

f. On my return I stopped by the Communications Station in [redacted] 25X1A6A and found that the personnel of the station were enjoying their work. The only complaint they had was that the cost of living was 25X1A6A high. The single men in particular thought [redacted] was an expensive place 25X1A6A in which to live. At the time of my visit the rehabilitation of the building had been completed. The installation of equipment was about 25% completed and the antenna installation was approximately 50% installed. Operationally the station had good coverage on the [redacted] 25X1D1A [redacted] 25X1D1A

g. The trip was very enjoyable and worthwhile. Generally, I was impressed by the competency and high caliber of the officials and personnel in charge of the various operations throughout the area. The financial records and operations were in good shape with one exception. Arrangements were made while there to have a finance officer from another station assist in locating the errors and adjusting the books. This station is now reporting properly on a current basis.

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a. A survey be conducted on the extensive requirements of each station within WH with particular emphasis on the need for so many [redacted] 25X1
cars. Input in this study as official TVA should be established for each station.

b. A study be made on an Agency-wide basis with the view in mind of establishing criteria and standards for the personal use of Agency vehicles and reimbursement by employees.

c. WH Division review its present policy on the use of the provisions 25X1
of Regulation [redacted] relative to supplying quarters to overseas employees in cases where the employees are unable to obtain suitable quarters within their quarters allowance.

25X1C4C [redacted]

25X1A2D1 d. No further funds be approved for Project [redacted] and that if no financial progress is made within the next six months the project be abandoned.

25X1A6A e. Review the action of the [redacted] Station in making loans to Agents and take whatever action is deemed necessary.

[redacted] 25X1A9A

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